



## State of Nevada – Department Of Personnel

### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>UNIVERSITY POLICE SERGEANT</b>	<b>36</b>	<b>D</b>	<b>11.252</b>

Under general supervision, supervise police officers on an assigned shift at the University of Nevada; oversee and perform police officer duties.

Supervise a work shift by assigning daily work duties; reviewing daily case reports for completeness and accuracy; interpreting and clarifying departmental policies, rules and regulations; evaluating personnel by observing performance when accompanying officers on their patrol assignments and by utilizing the formal performance evaluation process; training new employees in policies and procedures and performance expectations; and providing additional coaching and training when necessary to ensure law enforcement and support activities of a shift are performed efficiently and effectively.

Investigate accidents/incidents occurring within University property in cases where additional expertise is required by utilizing various established investigations techniques and organizing collected evidence to determine appropriate enforcement action; assign follow-up investigations to police officers when a case in question warrants further data collection and investigation.

Prepare written reports utilizing standard forms and procedures in order to document all accidents, incidents, investigations and other activities within University property and track occurrences and trends.

Organize and manage special events by scheduling and posting necessary number of police and security personnel; coordinating responses to calls for assistance; directing the inflow of traffic; and restricting access to some areas when necessary to ensure the safety of the public.

Administer training needs of personnel by identifying and determining specific needs; making recommendations for training modules; and presenting training as needed; ensure compliance with P.O.S.T. requirements and to encourage and enhance each officer's abilities to perform at an acceptable level.

Perform journey level police officer duties when required by patrolling University property; enforcing State and local laws and ordinances and University rules and regulations; appearing in court to provide testimony when required; providing information and instructions to others utilizing the central police dispatch, police radios and computers; and providing citizens with directions, information and instructions when requested or required. The journey level duties are performed to ensure that the University police force meets its protection and security responsibilities.

Perform related duties as assigned.

\*\*\*\*\*

## MINIMUM QUALIFICATIONS

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Pursuant to NRS 284.4066, all positions in this class have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants must meet current Peace Officer Standards & Training (P.O.S.T.) requirements as established in the Nevada Revised Statutes and Nevada Administrative Code.
- \* Applicants must possess a valid driver's license at the time of appointment.

**EDUCATION AND EXPERIENCE:** Graduation from high school or the equivalent education and three years of law enforcement experience comparable to that of a University Police Officer II; **OR** an Associate of Arts Degree in criminology or police science or closely related field and two years of law enforcement experience comparable to that of a University Police Officer II. (*See Special Notes and Requirements*)

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Knowledge of:** the appropriate use and care of specialized police equipment as needed to train and supervise law enforcement personnel in their use; the appropriate federal, State and local laws pertaining to criminal and civil offenses needed to supervise the law enforcement activities of the department; investigative techniques and the rules of evidence as needed to supervise and perform the investigation of criminal and civil offenses occurring within the University's jurisdiction; first aid as needed to perform law enforcement activities involving incidents that require immediate, first responder medical attention. **Ability to:** communicate verbally and in writing as needed to perform liaison tasks; prepare clear and concise reports; work with other University officials, students, employees and the public; maintain records as needed to provide the department with information and tracking of law enforcement activities; manage training programs and identify training needs; train law enforcement personnel; modify new training to fit staff needs; identify potential and existing hazards to student, faculty and visitor safety; set priorities which reflect the relative importance of job responsibilities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Knowledge of:** State statutes pertaining to motor vehicles, traffic, motor carriers, criminal law, rules of evidence and police methods; the University's rules and regulations regarding employment and police authority as needed to supervise the department's law enforcement activities; supervisory principles and practices needed to supervise law enforcement personnel; and understanding of student attitudes and problems inherent in a campus environment. **Ability to:** organize work schedules as applied to the supervision of assigned staff.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

### 11.252

ESTABLISHED:	6/7/71
REVISED:	8/24/77
REVISED:	8/15/78-3
REVISED:	8/6/87-3
REVISED:	7/1/91P
	10/19/90PC
REVISED:	11/15/91PC
REVISED:	7/1/97LG
REVISED:	3/29/01UC